

C.I.G. Administrative Instructions [REDACTED]
CONFIDENTIAL

1 of 1

C O N F I D E N T I A L

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

21 November 1949

SUBJECT: Maintenance of Files of Cables from Participating
Departments

25X1A

RESCISSION: Administrative Instruction No. [REDACTED] dated
25 February 1949.

1. The Office of Collection and Dissemination will maintain a reference file of all intelligence cables received from other agencies for a period of six months. These cables will be destroyed in accordance with existing security regulations after being held for six months.

2. All requests for cables will be made to OCD. If a cable required is older than six months it will be procured by OCD from the original recipient.

3. This procedure does not pertain to certain special cables now being handled separately.

25X1A

4. Any provisions of Administrative Instruction No. [REDACTED] dated 10 December 1946, in conflict with this Instruction are rescinded.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Captain, USN //
Executive

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Rescinded

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

25 February 1949

SUBJECT: Maintenance of Files of Cables from Participating Departments.

25X1A

1. Effective immediately and pending revision of Administrative Instruction No. [REDACTED] "Tentative CIA Administrative Procedure for Handling Cables from Participating Departments", dated 10 December 1946, the following procedure will govern the maintenance of files of intelligence cables received from other agencies:

a. OCD will maintain for ninety (90) days after receipt an indexed reference file of all IAC intelligence cables received.

b. Communications Division, OSO, will maintain a like file of the same cables for a period of one year.

c. Each activity indicated above will destroy these files in accordance with existing security regulations when they have been held for the prescribed period.

2. All requests for cables will be made to OCD. If a cable required is older than one year it will be procured by OCD from the original recipient or from the Archives.

25X1A

3. This procedure does not pertain to certain special cables now being handled separately.

4. Any provisions of Administrative Instruction No. [REDACTED] dated 10 December 1946, in conflict with this instruction are rescinded.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]

Captain, USN
Executive

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~~Hold for conc. 5 from SO & PC. 11-16~~

November 9, 1946

DRAFT

STATINTL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]*Note 21 Nov*

STATINTL

SUBJECT: Maintenance of Files of Cables from Participating Departments
REVISION: A.I. No. [REDACTED] dated 2-25-49

1. The Office of Collection and Dissemination will maintain a reference file of all intelligence cables received from other agencies for a period of six months. These cables will be destroyed in accordance with existing security regulations after being held for six months.

2. All requests for cables will be made to OGD. If a cable required is older than six months it will be procured by OGD from the original recipient.

3. This procedure does not pertain to certain special cables now being handled separately.

STATINTL

4. Any provisions of Administrative Instruction [REDACTED] dated 10 December 1946, in conflict with this Instruction are rescinded.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

STATINTL

[REDACTED]
Captain, USN
Executive

DISTRIBUTION [REDACTED]

[REDACTED] suggested that Commo maintain its file as of 1/1/50 at which time OGD would have acquired 6-month file. Also, Commo should understand that it would be required to obtain cable verifications on occasion. RLR 11-14-49

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25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

(Revised)

SUBJECT: Maintenance of Files of Cables from Participating Departments

CONCURRENCES:

25X1A

ORE
[REDACTED]

(DATE) 14/10/49

CCD
[REDACTED]

(DATE) 14/11/49

OSI
[REDACTED]

(DATE) 11/14/49

I do (not) concur

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7131

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25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED] (Revised)

SUBJECT: Maintenance of Files of Cables from Participating Departments

CONCURRENCES:

25X1A

OSO [REDACTED] *Exec. Officer* (DATE) *10 Nov 1949*
I do (not) concur

OOD _____ (DATE) _____
I do (not) concur

OPC _____ (DATE) _____
I do (not) concur

CONFIDENTIAL

November 9, 1949

DAFT

ILLEGIB

ILLEGIB

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

(Revised)

SUBJECT: Maintenance of Files of Cables from Participating Departments

1. The Office of Collection and Dissemination will maintain a reference file of all intelligence cables received from other agencies for a period of six months. These cables will be destroyed in accordance with existing security regulations after being held for six months.

2. All requests for cables will be made to OCD. If a cable required is older than six months it will be procured by OCD from the original recipient.

3. This procedure does not pertain to certain special cables now being handled separately.

25X1A

4. Any provisions of Administrative Instruction No. [REDACTED] dated 10 December 1946, in conflict with this Instruction are rescinded.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Captain, USN
Executive

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ADMINISTRATIVE INSTRUCTION
NO. [REDACTED] (Revised)

SUBJECT: Maintenance of Files of Cables from Participating Departments

CONCURRENCES:

OSO _____ (DATE) _____
I do (not) concur

OCD _____ (DATE) _____
I do (not) concur

25X1A

OPC [REDACTED] _____ (DATE) 11/16/49

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~~CONFIDENTIAL~~CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

25 February 1949

SUBJECT: Maintenance of Files of Cables from Participating Departments.

25X1A

1. Effective immediately and pending revision of Administrative Instruction No. [REDACTED] "Tentative CIA Administrative Procedure for Handling Cables from Participating Departments", dated 10 December 1946, the following procedure will govern the maintenance of files of intelligence cables received from other agencies:

a. OCD will maintain for ninety (90) days after receipt an indexed reference file of all IAC intelligence cables received.

b. Communications Division, OSO, will maintain a like file of the same cables for a period of one year.

c. Each activity indicated above will destroy these files in accordance with existing security regulations when they have been held for the prescribed period.

2. All requests for cables will be made to OCD. If a cable required is older than one year it will be procured by OCD from the original recipient or from the Archives.

3. This procedure does not pertain to certain special cables now being handled separately.

25X1A

4. Any provisions of Administrative Instruction No. [REDACTED] dated 10 December 1946, in conflict with this instruction are rescinded.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Captain, USN
Executive

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OK
W3
25 Feb

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

*Management
Please paper for
substitution as changed.
25 [Signature]
10/3/46*

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

SUBJECT: Maintenance of Files of Cables from Participating Departments.

1. Effective immediately and pending revision of Administrative Instruction No. [REDACTED] "Tentative CIA Administrative Procedure for Handling Cables from Participating Departments", dated 10 December 1946, the following procedure will ^{be} ~~be~~ employed in ^{given} the maintenance of files of intelligence cables ^{received by agencies} from ~~participating~~ departments:

a. OCD will maintain an indexed reference file of all IAC intelligence cables received for 90 days after receipt.

b. Communications Division, OSO, will maintain a like file of the same cables for a period of one year.

c. Both of the ^{each} activities indicated above will destroy ^{these} their files in accordance with existing security regulations when they have been held for the ^{prescribed period.} ~~requisite time.~~

2. All requests for cables will be made to OCD. If a cable required is older than one year it will be procured by OCD from the original recipient or from the Archives.

3. This procedure ^{does not pertain to} ~~will not affect~~ certain special cables now being handled separately.

4. Any provisions of Administrative Instruction No. [REDACTED] dated 10 December 1946, in conflict with this instruction are rescinded; ~~all other~~ ^{25X1A} ~~provisions of Administrative Instruction No. [REDACTED] dated 10 December 1946,~~ ^{25X1A} ~~remain in effect.~~ ^{25X1A}

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Acting Executive

DISTRIBUTION:

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UNCLASSIFIED		RESTRICTED	CONFIDENTIAL	SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)				
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO		INITIALS	DATE	
1	<i>acting Executive</i>	<i>IDS</i>	<i>10 Feb</i>	
2	<i>Deputy Director</i>	<i>E. H.</i>	<i>2/11/49</i>	
3	<i>Executive</i>	<i>IDS</i>	<i>11 Feb</i>	
4	<i>Management Office</i>			
5				
FROM		INITIALS	DATE	
1	EXECUTIVE REGISTER	<i>E. H.</i>	<i>2/10/49</i>	
2				
3				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input checked="" type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input checked="" type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p>REMARKS:</p> <p style="font-size: large; margin-left: 40px;"><i>OK Wright</i></p>				
SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED				

FORM NO. 30-4
SEP 1947

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Executive

FROM : Acting Management Officer

SUBJECT: Retention of Cable Files.

DATE: 2 February 1949

1. Preliminary discussions were held some time ago to determine the length of time copies of cables secured from the IAC agencies were to be retained in: (1) the OCD Library, (2) Communications,
2. All agencies in CIA to a certain extent utilize these cable files. However, ORE is the primary user.
3. Recently the subject was reopened and Management questioned the OCD Library Personnel to determine how many cables have been called for by operating offices after they were 90 days old. Only one request had been recorded. There is no record of CIA having ever asked Archives for a cable so old as to have been destroyed by this Agency or by its original receiver.
4. Based upon the above, it is recommended that all cables received be indexed and filed in OCD (after use when that is the case) and maintained for a period of 90 days. All cables over 90 days old would be destroyed according to security regulations.
5. It is recommended that Communications maintain their file of these cables for a period of one year. After this time they would be destroyed as indicated above.
6. By this means OCD will be able to give prompt cable service for current cables (less than 90 days old). Older cables (up to one year) would be secured by OCD from Communications upon request. For cables which are more than one year old OCD or Communications will secure copies from the original source or even the Archives. It is the belief of the Management Office that cable usage indicate the above procedure will be adequate. This procedure will not affect certain other cables. (Reference our conversation.)
7. (Note: OCD Personnel indicated that they "understand" General Wright desired that cables be maintained for any reference, and this decision should be checked with him.)

STATINTL

1 Attach.

4 February 1949

MEMORANDUM FOR: Assistant Director for Special Operations
 Assistant Director for Collection and Dissemination
 Assistant Director for Reports and Estimates
 Assistant Director for Operations

SUBJECT: Maintenance of Cable Files for Reference.

1. The result of a preliminary study by the Management Office indicates that of all the cables received from the IAC Agencies either by OCD or by Communications, and when filed by OCD, that 99 per cent of the requests for cable reference is within the first 90 days such cables are in possession of CIA.

2. It is recommended, therefore, that:

a. OCD maintain an indexed file of all cables received for 90 days for ready reference.

b. Communications maintain their file on the same cables for a period of one year.

c. Both of the activities indicated above destroy their files when they have passed that date.

3. Requests for cables should be made on the basis of the above, and if a cable required is older than one year, it will be procured by OCD from the original recipient or from the Archives.

4. All requests for cables will be made to OCD.

5. This procedure will not affect certain special cables now being handled separately.

STATINTL

STATINTL

Acting Management Officer

CONCURRENCES:

STATINTL

OSO

9 Feb 1949
(Date)

OCD

7 Feb 1949
(Date)

ORE

7 Feb 1949
(Date)

OO

7 Feb 1949
(Date)

OFC

9 Feb 1949

NOV 22 1949

C O N F I D E N T I A LCENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

21 November 1949

25X1A

SUBJECT: Maintenance of Files of Cables from Participating
DepartmentsRESCISSION: Administrative Instruction No. [REDACTED] dated
25 February 1949.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Captain, USN //
Executive

DISTRIBUTION: A.

C O N F I D E N T I A L